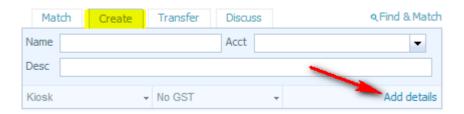
## How to Split Bank Statement Lines and dissect amounts

- 1. In Xero's Bank Reconciliation Screen go to the statement line you wish to dissect
- 2. Select the 'Create' tab if not already selected, and the select 'Add details'.



3. Add transactions (lines) as required.

**Note** - the same logic applies to all payments you wish to dissect whether a withdrawal or deposit on your bank statement.

When dissecting a deposit (positive amount = received, negative amount = spent)

When dissecting an expense (positive amount = spent, negative amount = received)

E.g. 1. Rental statement received from Property Manager with expenses (Dissect Net Rents)

Property manager Majestic Contracting receives \$1,000 rent from tenant, charges \$350 in fees and deducts \$200 for repairs and maintenance costs. Total net rent deposited = \$450

